

ATTACHMENT K

STANDARD AWARD AND EXPRESS AWARD

****The following is to be used for the final report and not submitted as part of the proposal.**

**AIDS Community Information Outreach Project
Final Report Format
[NAME OF PROJECT]
[NAME OF ORGANIZATION]
[PURCHASE ORDER NUMBER]**

1. Description of your organization
2. Goals of the project
- 3a. Services developed or expanded (e.g. collection development, online searching, reference services, web access, training, publication)
- 3b. Novel features of the services (if any)
- 3c. Quantity and quality of services provided
- 4a. How services were promoted (please send NLM copies of all promotional materials developed AND all publicity received such as video clips from TV news reports, articles in newspapers or newsletters, photographs, etc.
- 4b. Effectiveness of promotion
5. Target populations (indicate if different for each service)
6. Sites at which services were provided
- 7a. Partnerships/collaborations (originally proposed and others)
- 7b. What was accomplished from partnerships and collaborations (from your and their perspective)
8. Key milestones and dates that they were accomplished
9. Problems and barriers encountered
10. Did you accomplish your goals? If not, why not? Were there unanticipated accomplishments? What do you consider to be your most significant accomplishments?
11. Project impact

12. Lessons learned

13. Future plans

Type of Activity	Check if applicable	Comments
Internet Access		
Purchase Computers		
Training of clients		
Training of staff		
Training of general public		
Document Access (interlibrary loan, purchase books, etc)		
Resource Development (development of fact sheets, brochures, databases, etc.)		

Comments:

Type of Organization(s) Involved in Project

Type of Organization	Check if Lead	Check if Partner (check all that apply)	Names of Organizations (Indicate Lead)
Community Organization			
Health Sciences Library			
Public Library			
Other Library			
Clinic			
Health Department			
Other Healthcare Organization			
Academic Organization			
Other - Specify			

Comments:

Target Populations (check all that apply)

Types of Populations	Check if Primary Target(s)	Check if Secondary Target(s)
African Americans		
Asian/Pacific Islanders		
Hispanic Americans		
Native Americans		
Gay/Lesbian/Bisexual/Transgendered		
Males		
Females		
Sex Workers		
General Public		
Students		
Substance Abusers		
Incarcerated Populations		
Prison Personnel		
Teens		
Seniors		
People living with HIV/AIDS		
Health care providers		
CBO staff/volunteers		
Librarians		
Other – please specify		

Comments: